



Becoming a Program of Distinction: The What, Why, and How

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Overview

- Overview of Programs of Distinction
- Benefits
- Submission and Scoring Processes
- Benefits of being a POD Peer Reviewer
- Review of Training Manuscript
- Discussion and Q & A



Programs of Distinction are:

Peer-reviewed program descriptions that reflect the high quality of Extension youth development programs around the country





Definition of a Program:



“An organized, purposeful set of activities designed to achieve positive youth development outcomes.”



Programs of Distinction Must:

- Exhibit strong program development characteristics
- Contribute to the body of knowledge about youth development
- Convey new ideas, materials, or innovative methods
- Demonstrate evidence of effectiveness



Why Programs of Distinction?

Designed to help Extension Professionals:

- Communicate the high quality of youth development programs
- Assist others in improving their practices in positive youth development
- Better understand and promote the nature of scholarship in their work
- Submit program outcomes through peer-evaluated format
- Tell the story of 4-H and other Extension youth development programs



Benefits to Submitters:

- National recognition
- Detailed feedback provided by peers
- Opportunity for program improvement and enhancement of written communication skills



Benefits to Submitters:

- Ability to generate reports for local and state funders and policy makers
- National recognition as a POD has been known to attract program donations
- Wonderful addition to professional file or resume
- Take it to the next step:
 - Peer-reviewed manuscript ready to submit to a professional journal
 - Eligible to present during an NAE4-HA seminar



And, Several National Awards!

- Jim Duncan Outstanding Program of Distinction Award (NAE4-HA)
- MetLife Citizenship Awards
- US FWS/4-H Connecting Youth with Nature Award





Jim Duncan

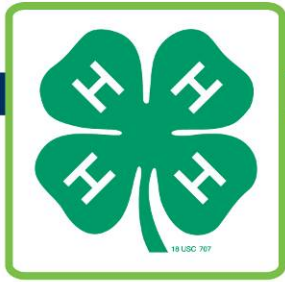
Outstanding POD Award

- An official NAE4-HA award (log in under Awards/Recognition under Professional Development)
- POD must reflect the life & work of Jim Duncan
- One \$500 cash award
- Eligible PODs:
 - New in the prior calendar year
 - Submitters are NAE4-HA members in good standing
 - Have not previously won POD awards
- Selected by POD peer reviewers using award criteria



MetLife POD Award

- Facilitated by National 4-H Council
- Emphasis on Citizenship
- Four \$2,000 cash awards (up from \$1,500)
- Selected by NAE4-HA Youth in Governance Task Force Members, using a special award scoring rubric
- Recognized at NAE4-HA Business Meeting



FWS/4-H Connecting Youth with Nature through Natural Resources Conservation Education Award

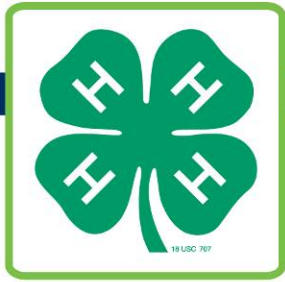
- 30-year partnership with FWS
- One \$10,000 cash award
- Eligible PODs:
 - Must be a 4-H program
 - Meets criteria (leadership in conservation, foster stewardship, etc.: see <http://www.national4-hheadquarters.gov/> for scoring rubric)
- Selected by FWS-facilitated panel review





FWS/4-H Connecting Youth with Nature through Natural Resources Conservation Education Award

- 2010 award selection is in the works; panel is reviewing award applicants and manuscripts
- 2011 award cycle expected to be similar to 2010:
 - PODs must complete an award application in the fall
 - To become a POD in time for the award application, interested programs must submit manuscripts for review no later than early summer
 - Awardee announced in early December



FWS/4-H Connecting Youth with Nature through Natural Resources Conservation Education Award

- Up to 5 POD representatives (including 2 youth) receive travel funds to attend an award reception at the North American Wildlife and Natural Resources Conservation Conference
- Youth present their POD at the awards reception
- A POD extension professional serves on the next FWS award selection panel



Overview of Submission Process:

Step 1: Download submission form and guidelines from the National 4-H Headquarters site:

<http://www.national4-hheadquarters.gov/about/pod.htm>

- Programs of Distinction database (scroll down to access the searchable database)
- Description and Guidelines
- Tips from Peer Reviewers
- Links to award information



Step 2: Submit manuscript directly to 4-H National Headquarters

Manuscripts are reviewed/accepted on a continuous basis.

All manuscripts submitted electronically using the Programs of Distinction submission form available online.



Step 3: Submitters receive a “receipt” e-mail acknowledging that the manuscript was received (state 4-H leader will be copied)

Step 4: Identifying information (e.g., city, state, names, websites) is removed from the manuscript in order to ensure a blind review



Step 5: The “blind” manuscript is sent to three reviewers with experience in the selected category(ies)

Step 6: Reviewers are asked to complete their reviews within two weeks



Step 7: Submitters receive reviewer comments and notification of the status of their submission within 6 to 8 weeks from the date the manuscript was received





Scoring Process

75 program content points
+
25 readability points

= 100 possible points



Final Recommendations

- Publish as a designated POD
- Publish as a designated POD with minor revisions
- Ask submitter to revise and resubmit – needs major revisions
- Reject as POD



Scores	At least 2 publish	At least 2 minor or publish	At least 2 major	At least 2 major or reject
2 or more ≥ 90	NIFA makes grammatical edits - publish	NIFA works with submitter to make minor revisions - publish	N/A	N/A
2 or more ≥ 80	NIFA works with submitter to make minor revisions - publish	Submitter makes suggested revisions and returns to one peer reviewer	no pass – NIFA communicates needed changes to submitter - resubmit	no pass – NIFA communicates needed changes to submitter – resubmit
2 or more ≥ 70	N/A	N/A	no pass – NIFA communicates needed changes to submitter - resubmit	no pass – NIFA communicates needed changes to submitter - resubmit
2 or more ≤ 70	N/A	N/A	no pass – NIFA communicates needed changes to submitter - resubmit	reject with offer to send comments



POD Peer Reviewer Helpful Suggestions

Manuscripts are *rarely* accepted on the first submission

Expedite your review:

- Review POD guidelines
- Share your draft with colleagues first for a fresh pair of eyes
- Look at POD's already on the website
- Keep your state 4-H leader in the loop!
- Stay in touch with 4-H National Headquarters



POD Peer Reviewer Helpful Suggestions

Before submitting your manuscript for review, ensure that:

- The manuscript is clear
 - *Would someone unfamiliar with Extension or 4-H understand the program?*
- The manuscript flows
 - *Do the knowledge base and needs assessment inform the program goals and objectives?*
 - *Do the process and outcome evaluations measure the goals and objectives?*



POD Peer Reviewers

Who can be a POD Peer Reviewer?

- Usually 4-H educators/professionals, but also Extension professionals familiar with the field of youth development
- Need to have at least 1 peer review experience (national level experience preferred)
- Evaluation and program development experience especially helpful

What's expected of a POD Peer Reviewer?

- Review manuscripts in a timely manner (within 2 weeks)
- Provide feedback and recommendations using established criteria
- Serve for a minimum of 1 year (maximum of 2 years)
- Average 4 POD reviews (2-6 hours each) annually



Benefits

Benefits to serving as a POD peer reviewer include:

- An opportunity to help select outstanding Cooperative Extension youth development programs for inclusion in the national POD database
- An opportunity to network with other youth development professionals from around the country
- A professional development experience to enhance your evaluation and program development skills
- A valuable addition to your resume, vitae, or promotion or tenure file
- Excellent training grounds for future POD submitters!



Become a POD Peer Reviewer

Apply by November 30:

- Submit application form to pod@nifa.usda.gov
- Ask 2 people who know your professional work to submit recommendation letters to pod@nifa.usda.gov by November 30.



Resources & Contact Information

<http://www.national4-hheadquarters.gov/about/pod.htm>

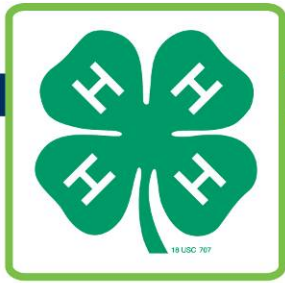
- Searchable database
- POD Description & Guidelines
- Tips for Submitting a POD manuscript
- Manuscript Submission Form
- POD Scoring Rubric

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Practice Makes Perfect!

Scoring 4-H Family Holiday Program

